



## BIDDER REGISTRATION FORM

*Fax Completed Form to (703) 248-5444 or email to [purchasing@fallschurchva.gov](mailto:purchasing@fallschurchva.gov)*

Thank you for your interest in doing business with the City of Falls Church. Vendors interested in doing business with the City should submit this form via fax to the number above or email to [purchasing@fallschurchva.gov](mailto:purchasing@fallschurchva.gov). In addition, you should register with eVA, the commonwealth of Virginia's electronic procurement portal, <http://eva.virginia.gov>. Registration with eVA provides vendors with notice of business opportunities from government organizations all across the Commonwealth. For help or more information on eVA you may visit <http://evaregishelp.dgs.state.va.us/contactus.htm> or contact BuySense (eVA support line) at 1-866-289-7367, TTY 711.

**Submission of this Bidder Registration Form is no guarantee a Bidder will be solicited for bids and/or quotes.** Bidders are urged to regularly check the City's Website (<http://www.fallschurchva.gov>; then click the "Purchasing & Procurement Link") to keep apprised of current opportunities and requirements. The City uses its Purchasing and Procurement Webpage and eVA as channels to provide vendors with access to notices of formal bids and to publish Invitations for Bids (IFB) and Requests for Proposals (RFP).

### BUSINESS INFORMATION

**BUSINESS NAME:** \_\_\_\_\_

**Diversity Status:** Minority Owned      Small Business      Woman Owned      Veteran Owned  
(As certified by the Virginia Department of Minority Business Enterprise; <http://www.dmbv.virginia.gov>)

**Payment/Discount Terms:** 1 percent/20 days      2 percent/20 days Net 30 days      other

**Web Site Address:** \_\_\_\_\_

**Email Address for Notification of Formal Solicitations :** \_\_\_\_\_

**Type(s) of Products or Services Offered :** \_\_\_\_\_

### BIDDER ADDRESS INFORMATION

**Contact Person Name/Title :** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**PURCHASE ORDER ADDRESS INFORMATION; Same as Bidder Address :** Yes No

**Contact Person Name/Title :** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**REMIT TO ADDRESS INFORMATION Same as Bidder Address :** Yes No

**Contact Person Name/Title :** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_